

## DETAILED INSPECTION CHECKLIST

FA SC STMT	TEXT
890	METEOROLOGY AND OCEANOGRAPHY (METOC) Functional Area Manager: APX-9 Point of Contact: LtCol Jeff Wooldridge (DSN) 223-9787 (COML) 703-693-9787 E-mail: <a href="mailto:jeffrey.wooldridge@usmc.mil">jeffrey.wooldridge@usmc.mil</a> Date Last Revised: 17 July 2014
890 01	PERSONNEL ADMINISTRATION
890 01 001	Are sufficient METOC personnel assigned to perform all necessary duties, as required by unit? Reference Unit Table of Organization, MCO 5320.12H
890 01 002	Is METOC duties/operations reflected unit's mission statement? Reference Unit Mission Statement
890 01 003	Is the scope of METOC operations being conducted compatible with the assigned Mission Essential Task Lists (METL)? Reference MCTL 2.0, Unit Mission Statement
890 01 004	Is the METOC Officer responsible for the operational readiness, performance, technical training and management of the METOC section and are these responsibilities designated in writing. Reference Unit SOP, Billet Description
890 01 005	Is the Fleet Assistance Program (FAP) complied with or being utilized, as required? Reference MCO 1000.8, par 4(b)1
890 01 006	Do all METOC personnel possess the appropriate security clearance and eligibility level? Reference MCO 3571.2G, chap 2, par 2
890 01 007	Is there an active safety program in effect to address Operational Risk Management (ORM)? Reference MCO 3500.27B, W/ERRATUM

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- 890 01 008 Are required METOC directives/instructions readily accessible, either hard copy or electronically?  
Reference  
NAVMC 3500.38; OPNAV 5215.17
- 890 02 EDUCATION AND TRAINING
- 890 02 001 Is the unit conducting operational training according to the applicable community Training & Readiness Manual to achieve unit Core Model Minimum Requirements (CMMR)?  
Reference  
NAVMC 3500.14C, chap 1 and 2, par 201.1.b; NAVMC 3500.38, T&R MANUAL
- 890 02 002 Does the unit adequately use Marine-Sierra Hotel Aviation Readiness Program (M-SHARP) to track qualifications and designations?  
Reference  
NAVMC 3500.14, MCO 3500.38A
- 890 02 003 Are requisite 8000 level Aviation Career Progression Model (ACPM) training requirements being met as prescribed in the applicable syllabi and is ACPM training being managed in M-SHARP  
Reference  
NAVMC 3500.14C, chap 2, par 209; MAWTS-1 C3 COURSE CATALOG, MCO 3500.38A
- 890 02 004 Are event evaluations conducted after each training event to record accomplishments, identify short-falls, and adjust training priorities? Are results being documented using the MACCS Training Form (MTF)?  
Reference  
NAVMC 3500.14C, chap 2, par 206.1; MAWTS-1 C3 COURSE CATALOG; NAVMC 3500.38, METOC T&R MANUAL
- 890 02 005 Has correspondence been generated and signed by the appropriate authority which assigns qualifications and designations in accordance with the Training & Readiness Manual?  
Reference  
NAVMC 3500.38; SECNAV M-5210.1
- 890 02 006 Do assigned personnel possess a complete understanding of their duties and responsibilities?  
Reference  
Billet description; local standard operation procedures; assignment letters

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- 890 02 007 Has a local short term and long term training plan been developed to incorporate all METOC training requirements?  
Reference  
NAVMC 3500.38A; MCO 1553.3B, par 5c
- 890 02 008 Are unit instructors being properly trained and designated to meet CMMR and T/O requirements?  
Reference  
NAVMC 3500.14C, chap 2, par 603.10.C.2; MAWTS-1 C3 COURSE CATALOG; NAVMC 3500.38, chap 1, CMMR UNIT INSTRUCTOR TABLE
- 890 02 009 Are audits of the squadron's training management data conducted to ensure the integrity of the unit's M-SHARP is being maintained?  
Reference  
NAVMC 3500.14C, chap 8, par 801.1e
- 890 02 010 Have M-SHARP Implementation Officers, Operations/Training Chiefs, and any other unit designated M-SHARP administrative personnel attended the M-SHARP Administrator Course instructed by an M-SHARP Support Representative before any Administrator permissions were granted?  
Reference  
NAVMC 3500.14C, chap 8, par 802.3
- 890 02 011 Is the M-SHARP Administrator Course completion certification maintained on file by the individual and within the unit?  
Reference  
NAVMC 3500.14C, chap 8, par 802.3
- 890 02 012 Does the unit have an ongoing Weapons and Tactics Training Program (WTTTP) that support's the unit's mission, mission essential tasks, and applicable T&R syllabus?  
Reference  
NAVMC 3500.109, par 4(j)1
- 890 02 013 Does the unit possess the proper number of WTIs (officer and enlisted) for their unit type as directed in the WTTTP?  
Reference  
MCO 3500.109, encl 1, table 1
- 890 02 014 Are T&R qualifications and designations properly documented in PRs and APRs.  
Reference  
NAVMC 3500.14C, chap 2, par 212

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- 890 02 015      Are Emergency Action Plan (EAP)/Emergency Destruction Plan (EDP) training exercises conducted at least annually?  
Reference  
EKMS 1 (series), Annex L par 6d(3)
- 890 03            SUPPLY
- 890 03 001      Has the section designated, in writing, personnel to submit/sign requisitions and receipt for materials?  
Reference  
MCO 4400.150E; NAVSUP P-485, sect i
- 890 03 002      Are the Table of Basic Allowance (TBA)/Consolidated Memorandum Receipt (CMR) assets being properly documented and inventoried by the section?  
Reference  
MCO 4400.124 (CMR) and 4400.177F (TBA); TM3125-OI/1
- 890 04            FISCAL
- 890 04 001      Are budget requirements and submissions prepared in accordance with organizational instructions?  
Reference  
NAVSO P-3013, chap 3 (BLUE DOLLARS); MCO 7300.21A, chap 2 GREEN DOLLARS); LOCAL ORDERS AND DIRECTIVES
- 890 05            EQUIPMENT
- 890 05 001      Is the unit adequately equipped to accomplish the assigned mission?  
Reference  
UNIT'S TABLE OF EQUIPMENT (T/E); TM 3125-OI/1
- 890 05 002      Are pre-operational inspections on all METOC equipment being conducted and documented by requisite personnel/authority in accordance with current technical manuals?  
Reference  
LOCAL POLICY
- 890 05 003      Are all drivers/operators of METOC "Heavy HMMWV" equipment properly licensed?  
Reference  
LOCAL POLICY

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- 890 05 004      Are instructions and safety pre-cautions for the operation and safety of METOC equipment readily available and complied with?  
Reference  
APPLICABLE OPERATING/MAINTENANCE MANUALS
- 890 05 005      Is equipment readiness being reported via DRRS/AMSSR Reports?  
Reference  
MCO P3000.13, encl 1
- 890 05 006      Is the unit adequately equipped to accomplish the assigned mission?  
Reference  
UNIT'S TABLE OF EQUIPMENT (T/E); TM 3125-OI/1
- 890 06            SECURITY
- 890 06 001      Do all METOC personnel possess the appropriate security clearance and eligibility level?  
Reference  
MCO 3571.2G, chap 2, par 2
- 890 06 002      Are all internal classified materials being given proper security?  
Reference  
SECNAV 5510.36 and 5510.30
- 890 06 003      Has a physical security evaluation been conducted and a secondary control point been established and approved in writing by cognizant authority?  
Reference  
SECNAV 5510.36, chap 10 MCO 5530.14A
- 890 06 004      Has an access control program been established which includes all keys, combinations, locks padlocks and locking devices used to protect or secure restricted areas, activity perimeters, security facilities, critical assets, classified material, sensitive material and supplies?  
Reference  
MCO 5530.14A, par 3005

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- 890 06 005 Do Level 2 Restricted Areas meet the minimum following requirements? :
- Defined and protected perimeter (fence or exterior walls of a building or structure; If perimeter is exterior wall of a space within a building or structure within a Level 1 restricted area)
  - Restricted area signs (if the perimeter is a fence or wall)
  - Security checks (when equipped with operational IDS (point and area sensors)) once per 12-hour shift or twice per 12-hour shift (when not equipped with an operational IDS)
  - Access Rosters
  - Security Lighting
  - Visitor control (escorted by cleared personnel)
  - Secured during non-working hours
  - Clear zones
  - Restricted parking
- Reference  
SECNAV 5510.36 and 5510.30
- 890 06 006 Have emergency destruction or evacuation plans been established and practiced to protect against compromise or access to classified information by hostile forces?
- Reference  
SECNAV 5510.36 and 5510.30
- 890 06 007 Is the Command/Organization providing corrective action reports for issues identified in the restricted area surveys, to the Provost Marshal in accordance with the reference?
- Reference  
MCO 5530.14A, par 3001
- 890 06 008 Does the unit maintain a current and accurate access roster?
- Reference  
SECNAV 5510.30
- 890 06 009 Are combinations and security codes changed upon PCS or access termination of personnel?
- Reference  
SECNAV 5510.36 and 5510.30
- 890 06 010 Do personnel with access to classified materials, computers and software programs, have a security clearance equal to or higher than the highest classification of material being handled? Do they know the procedure for transportation of the classified material on or off base?
- Reference  
SECNAV 5510.30, chap 9; LOCAL SECURITY POLICY'S

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- 890 08 011 Does the METOC work space, as a Secondary Control Point (SCP) have an open storage designation letter?  
Reference  
SECNAV 5510.36A, chap 10
- 890 08 012 Has the organization established a system for daily after hours security checks of restricted areas, facilities, and/or containers, to detect any deficiencies or violations of security standards (Checked by MPD/PMO, OOD, AOD, Duty NCO, interior guard force, etc.)?  
Reference  
MCO 5530.14A, par 3007
- 890 09 MARINE AIRCRAFT WING (MAW QUESTIONS ONLY)
- 890 09 001 Is the authorized allowance for meteorological mobile facilities on hand and are shortages identified and requested?  
Reference  
NAVAIR 00-35T-37-4
- 890 09 002 Does the section maintain sufficient meteorological spares and material, as applicable?  
Reference  
COMSPAWARSSYSCOM EM400-AL-LSS-A10/AN/TMQ-44A(V)1
- 890 09 003 Does the site location of the mobile facilities take into consideration appropriate airfield safety criteria, fire protection, and electromagnetic radiation emission (HERP, HERO, HERF)?  
Reference  
NAVAIRINST 1370.1, 11010.57 and 8020.3; APPROPRIATE ABOS
- 890 09 004 Has a responsible officer been assigned for custody/responsibility of the MetMF(R)s, NEXGEN, and NITES IV?  
Reference  
NAVAIRINST 13670.1
- 890 10 REGIONAL METOC CENTER (RMC)/MCAS WEATHER SECTIONS QUESTIONS ONLY
- 890 10 001 Has the local area forecaster's handbook been reviewed and updated as required?  
Reference  
NAVMETOC COMINST 3140.2, par 6b

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- 890 10 002 Have all completed manual observation forms CNMOC 3140/12 been mailed to FLENUMMETOCCEN Asheville in accordance with the reference?  
Reference  
NAVMETOCCOMINST 3141.2A (SWOP), par 2.14.1
- 890 10 003 Have warnings and advisories been issued in accordance with local orders and directives? (RMC Only)  
Reference  
LOCAL ORDERS AND DIRECTIVES
- 890 10 004 Is the local ground electronics maintenance division providing adequate support to meet the unit's requirements and supporting documentation via MOA or MOU on hand?  
Reference  
LOCAL MOA OR MOU
- 890 10 005 Are DD-175-1s and flight weather packets being conducted/ documented properly?  
Reference  
NAVMETOCCOMINST 3140.14; SECNAV M-5210.1
- 890 10 006 Are local Station Information Files (SIFs) current and being updated in accordance with the references?  
Reference  
NAVMETOCCOMINST 3141.2; LOCAL SOP
- 890 10 007 Are personnel familiar with primary, secondary, and tertiary sensors for local METOC data?  
Reference  
NAVMETOCCOMINST 3141.2; LOCAL SOP